

## **Program Description/Textbook or Print Instructional Material**

Vendor: Thomson Learning/South-Western Web Address: www.swep.com

Title: Applied Computer Keyboarding

Author: Hoggatt, Shank Copyright: 2004

ISBN: 0-538-43658-1 Course/Content Area: Vocational and Career Education; Business Program;  
Keyboarding Applications

Intended Grade or Level: 9-12 Readability Level: 7.3 (Flesch Kincaid)

List Price: 42.95 Lowest Wholesale Price: 32.00

*All materials bid as of July 1, 2003 must be offered in an alternative format for students who require reading accommodations. A description of the levels of accommodation is included on p. 8-9 of this bid packet. The Kentucky Department of Education must receive a copy of the alternative format if the material is placed on the State Multiple List.*

Level of Accomodations (Level One, Two or Three) Level Three

If Level Two or Three, please provide rationale for not meeting Level One Compliance It is not financially feasible for our products to meet Level One at this time.

## **FEATURES**

**DISCLAIMER:** The features of each book or program were developed by the publisher and do not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

### **Content**

- Appropriate for Middle School Market. Includes Applied MicroType 3.0 (Windows/Mac) which correlates to the text for new-key learning and checks documents from the text.
- It's the power to work better, faster, and smarter in today's technically challenging world with keyboarding skills that are put to the test virtually every day.
- Includes the latest in teacher support material with a top-spiral Teacher's Edlition that provides tips, notes, and classroom suggestions, and an Instructor's Resource CD that includes articles about teaching keyboarding, methodology, student data files, lesson plans, and document solutions.
- 40 lessons introduce new-keys and mastering techniques while 40 additional lessons emphasize word-processing and business-document formatting.

### **Student Experiences**

- This revision emphasizes new-key learning, mastering techniques, and word processing basics.
- Students learn procedures for business-correct documents needed in every workplace including MLA-style reports, personal business letters, flyers, and newsletters.
- Timed writings and a variety of interesting activities help student hone basic keyboarding skills as well as strengthen oral and written communication, word-processing, and Internet skills.

### **Assessment**

Applied Computer Keyboarding is a revision of our best-selling one-semester keyboarding and document-processing family. New-key learning, technique mastery, and word processing basics are just several of the components offered in the fifth edition of the popular one-semester text. This new edition combines 40 lessons of key learning and techniques mastery and 40 lessons of word processing and document formatting.

### **Organization**

**PART 1 KEYBOARDING: PREPARATION FOR WORD PROCESSING.** 1. Learn Letter Keyboarding Technique, 2. Build Keyboarding Skill, 3. Learn TFigure-Key Technique, 4. Building Keyboarding Skill, 5. Learn Symbol-Key Techniques, 6. Learn Keyboarding Skill, 7. Learn Numeric Keypad Operation, 8. Prepare MLA Reports, 9. Assiss Reports and Build Skill. **PART 2 WORD PROCESSING: APPLY AND IMPROVE KEYBOARDING SKILLS.** 10. Prepare Correspondence, 11. Project 1, 12. Assess Correspondence and Build Skill, 13. Prepare Tables, 14. Project 2, 15. Assiss Tables and Build Skill, 16. Column Documents, 17. Project 3, 18. Build Skill and Assess Column Documents.

### **Resource Materials**

#### **Gratis Items To Be Provided And Under What Conditions**

Applied Microtype 3.0 Windows Site License (0-538-43662-X) Free: Choice of version with purchase of 25 texts

Applied Microtype 3.0 Mac Site License (0-538-43663-8) Free: Choice of version with purchase of 25 texts

Annotated Teacher's Edition (0-538-43659-x) Free 1 per teacher

Instructor's Resource CD (0-538-436611) Free 1 per teacher

#### **Available Ancillary Materials**

Applied Microtype 3.0 Windows Site License (0-538-43662-X)

Applied Microtype 3.0 Mac Site License (0-538-43663-8)

## **RESEARCH DATA AND EVIDENCE OF EFFECTIVENESS**

**DISCLAIMER:** The research data and evidence of effectiveness was provided by the publisher and does not reflect the opinion of the State Review Team, State Textbook Commission, nor the Kentucky Department of Education.

**NOTE:** Please complete this section by indicating the research data and evidence of effectiveness or give a web site where the information is located. If there is no research data and evidence of effectiveness, please indicate ***“not available”*** in the space.



# Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



<b>Title:</b> Applied Computer Keyboarding <b>Cost:</b> \$32.00			
<b>Publisher:</b> Thomson Learning/South-Western			
<b>Item Evaluated:</b> Textbook & Software			
<b>Copyright Date:</b> 2004		<b>Evaluator:</b> Melissa Helton	
<b>Content Level:</b> 9-12		<b>Date of Evaluation:</b> July 31, 2003	
<b>Level of Alternative Format</b>	Level 1 – Full Compliance	Level 2 – Provisional Compliance	Level 3 – Marginal Compliance
This section completed by Exceptional Children Services			

## Overall Strengths and/or Weaknesses

**Disclaimer:** Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the review team's comments, editing was limited to spelling and punctuation.

Recommendations:
<input checked="" type="checkbox"/> Recommended by reviewers to State Textbook Commission
<input type="checkbox"/> Not recommended by reviewers to State Textbook Commission

**Publisher's Explanation of Reviewer's Comments:** By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.



## Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



<b>Title: Applied Computer Keyboarding</b>		<b>Publisher: South-Western</b>
Technology Management Summary Data:	20 possible points	20 points earned
Technology Management Comments: Keeps an ongoing record for each student. Lesson Printouts include the sections completed and date, GWAM, Errors, and a Score. Each student has a log-in with password for the software. Includes a timer for timings.		
Technology Presentation/Interface Summary Data:	40 possible points	36 points earned
Technology Presentation/Interface Comments: Students complete lessons in order and are given immediate feedback as to GWAM & # Errors.		
Content Summary Data:	44 possible points	33 points earned
Content Comments: Focused on Individual rather than teamwork (which is to be expected). Lack of focus on diversity.		
Instruction & Assessment Summary Data	52 possible points	41 points earned
Instruction & Assessment Comments: Assessment Strategies do not vary. Activities are not very engaging, but they do provide the necessary practice for Keyboarding.		
Organization & Structure Summary Data	36 possible points	31 points earned
Organization & Structure Comments: Good illustrations.		
Resource Material Summary Data	40 possible points	20 points earned
Resource Material Comments: Mostly points were lost because of no Online resources (16 points). Good hints as to what to look for when observing students.		



# **Group V - Career /Technical & Vocational/Practical Living** **Electronic Instructional Media Review Form** **Stand Alone/Independent or Integrated Software for Business**



<b>Equipment</b> (circle or change fill color)	<b>Grade Level</b> (circle or change fill color)	<b>Audience</b> (circle or change fill color)	<b>Format</b> (circle or change fill color)	<b>Cost \$32.00</b>	
Windows	Primary	Individual	Stand Alone/Independent	_____ single copy	_____ site license
Macintosh	Intermediate		Integrated	_____ network version	_____ school version
CD-ROM	Middle		Supplemental	_____ lab pack of ____ copies	_____ online
DVD	High	Small Group	In lieu of basal test		
Sound		Large Group			
Other					

If other, explain

<b>Type of Software:</b> Check all that apply	_____ Simulation	_____ Management	_____ Interdisciplinary	_____ Problem Solving	_____ Tutorial
_____ Exploratory	_____ Creativity	_____ Drill and Practice	_____ Critical Thinking	_____ Utility	_____ Other:

<b>Rating Scale:</b>	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	4
Allows students to exit and resume at a later time.	4
Keeps a students performance record, where needed.	4
Allows control of various aspects of the software (e.g., turning sound off).	4
Allows for printed reports.	4
Comments: Lesson Report includes: Sections Completed, GWAM, # Errors, and a Score. Each student has a log-in & the computer records progress from one lesson to the next.	<b>Total</b> <b>20</b>

Presentation/Interface	Rating
Presents material in an organized manner.	4
Has consistent, easy-to-use, on-screen instructions.	4
Has developmentally correct presentation format.	4
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	2
Accessible for special needs students.	3
Runs smoothly, without long delays.	4
Presents easy-to-view text and graphics.	3
Presents easy-to-hear and understand sounds.	4
Avoids unnecessary screens, sounds, and graphics.	4
Provides immediate, appropriate feedback.	4
Comments:	<b>Total</b> <b>36</b>

Content—Business	Rating
Career Experiences	4
Employability Skills	4
Teamwork	0
Global Perspective	2
Mathematical Skills	3
Communication	3
Diversity	2
Ethical Practices	3
Academic Integration	4
Real World Application	4
Content Area Concepts Addressed	4
Comments: Focus on Individual rather than teamwork (which is to be expected).	<b>Total 33</b>

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment	Rating
Identifies a Sense of Purpose	4
Builds on Student Ideals	3
Engages Students	3
Develops Business Ideas	4
Promotes Student Thinking	3
Assesses Student Progress	4
Enhances The Learning Environment	3
Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.	4
Commonwealth Accountability Testing System (CATS) "like" Assessment is provided	2
Variety of Assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included.	2
Includes activities and opportunities for integration of technology.	4
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)	3
Differentiation techniques and activities suggested.	2
Comments:	<b>Total 41</b>

Rating Scale:	3 – Some potential for learning	1 - Not present
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable

Organization and Structure	Rating
Organization is logical and allows for spiraling of content.	4
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	2
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.	4
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).	2
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	4
Student materials seem durable and conducive to daily use.	4
Includes sufficient glossary, index and appendices.	3
Employs accurate grammar and spelling	4
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	4
Comments:	<b>Total 31</b>

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)	4
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.	3
Extension activities including adaptations and accommodations for students with special needs.	2
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides)	4
Suggestions are made for integration of themes and /or interdisciplinary instruction.	4
Integration opportunities suggested and examples given.	3
Teacher resources are available online.	0
Online resources available – Repeat of information in text.	0
Online resources available – Practice skills only.	0
Online resources available – New application materials.	0
Comments: No Online Resources	<b>Total 20</b>

Rating Scale:	
4—All or the time	2—Minimally
3—Some of the time	1—None of the time
	0— Not applicable